



## Using the Wallace State Office Building for Your Event

### Frequently Asked Questions

**Q1. Where can we park when we arrive?**

- A1. Please use one of the visitor parking lots which are clearly marked around the Capitol complex. Visitors may not block the entrances or fire lanes in front of the Capitol building or other buildings on the Capitol Complex. You will find more information at <http://das.gse.iowa.gov/events/parkinginfo.html>

**Q2. Where can delivery vehicles unload our materials?**

- A2. You may unload items in the semi-circle drive in front of the Wallace Building (just off of Grand Avenue). Your vehicle may not be left unattended and must be moved to one of the visitor parking areas after the materials have been dropped off.

**Q3. Which doors should we use to enter the building?**

- A3. Visitors should enter through the main door – off of Grand Avenue.

**Q4. Who is liable for any damage that we may inadvertently cause?**

- A4. Iowa law expressly provides that groups using the facilities are liable for any damage incurred during their events.

**Q5. Are there any restrictions on using cell phones?**

- A5. No restrictions. Cell phones may be used inside the Wallace Building.

**Q6. What is the seating capacity of the Wallace Auditorium?**

- A6. 283 people

**Q7. Do vendors assisting with the event need any special instructions?**

- A7. Any vendor assisting you should be provided with a copy of your event confirmation letter and this FAQ document.

**Q8. How do we move equipment inside the building?**

- A8. A wheeled cart must be used to move furniture and equipment. Please do not drag items across the floor.

**Q9. Can we fasten items to the walls or floor?**

- A9. No tape, duct tape or fasteners of any sort can be attached to any part of the building structure. This includes walls, pillars, staircases or other parts of the structure. Only matting tape may be used to affix cables to the floors. No other type of tape may be used.

**Q10. Are there limitations on noise?**

A10. We ask that you conduct your event in a way that is sensitive to both the visitors' and work environments of the Wallace building. Should you have questions or concerns about this, please contact [Nancy.Williams@iowa.gov](mailto:Nancy.Williams@iowa.gov).

**Q11. Are there limitations on signs?**

A11. Signs cannot be hung from buildings, lampposts or trees. Signs suggesting that the State of Iowa endorses a particular individual, group, business or association are not permitted. Signs carried by individuals are acceptable.

**Q12. What guidelines are provided for serving food?**

A12. Food and/or beverages are not permitted in the Auditorium or Atrium areas. Additionally, actions|items not allowed include: cooking, alcoholic beverages, popcorn poppers, candles or any device needing flame.

**Q13. May we smoke?**

A13. Smoking is allowed in designated areas located outside only.

**Q14. Whose responsibility is it to clean up after our event is over?**

A14. It is your responsibility to clean up after participants or spectators – including the removal of trash.

**Q15. Where do I learn more about the Capitol experience?**

A15. The Capitol Tour Guides provide general information to visitors at the Tour and Information desk located on the first floor in the rotunda area of the Capitol. They conduct scheduled tours of the Capitol weekdays and Saturdays free of charge between 8:15 a.m. and 3:45 p.m. Please e-mail [Joan.Arnett@legis.state.ia.us](mailto:Joan.Arnett@legis.state.ia.us) or call 515-281-5591 to make arrangements. More information about the Capitol may be found at: <http://www.legis.state.ia.us/Pubinfo/Tour/>.

**Q16. What are the hours of operation for the Wallace Building?**

A16. Monday through Friday: 8:00 a.m. – 4:30 p.m.

Saturday: Closed

Sunday: Closed

Holidays: Closed

Note: hours subject to change

**Q17. Who do I contact for additional questions or concerns?**

A17. [Nancy.Williams@iowa.gov](mailto:Nancy.Williams@iowa.gov)

Capitol Complex Events Coordinator

Iowa Department of Administrative Services

Hoover Building, Level A

Des Moines, IA 50319

515-281-7259/o

515-242-5974/f

Event application form: <http://das.gse.iowa.gov/events/forms/eventform.html>